



South Park Cemetery Board Agenda
Tuesday, October 18, 2016 at 4:00 p.m.
Conference Room at South Park Cemetery

Board President: Jack Ferguson
Board Vice President: Jim Bloodhart
Board Secretary: Karen Roldan
Board Members: Jake Trujillo, Tommy Weathers

A. Call to Order

B. Roll Call

C. Approval of the Agenda

D. Approval of the minutes

1. Consider approval of the September 20, 2016 minutes.

E. Action

F. Non-Action Items

2. Final Details Cemetery Tour-Tim Williams
3. Sexton's Report- Ruben Esquivel
4. Bookkeeper's Report and Performance Measures- Daisy Diaz
5. Mr. Esquivel's Promotion and Mr. Trujillo's Recognition- Tim Williams
6. Upcoming Eagle Scout Project- Tim Williams
7. Maze of Life Program- Ruben Esquivel

G. Other Business

H. Public Comments

I. Adjourn

Next Meeting: January 17, 2017

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council. The Council, acting as attendees to an informational presentation, will not be discussing public business and no action will be taken.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.



**Minutes of the Cemetery Board Meeting
Tuesday, September 20, 2016**

REGULAR MEETING 4:00 P.M

Committee Member Present:

Jack Ferguson, President
Karen Roldan, Secretary
Jake Trujillo, Member

Committee Members Absent:

Jim Bloodhart, Vice-President
Tommy Weathers, Member

Staff Present:

Tim Williams, Parks and Recreation Director
Ruben Esquivel, Cemetery Supervisor
Daisy Diaz, Cemetery Administrative Assistant

Others Present:

Nancy Williams, KAPS

The meeting was called to order at 4:05 p.m. by President, Jack Ferguson. Committee members Trujillo and Roldan were present.

Mr. Trujillo moved to approve the agenda as presented. Mrs. Roldan was the second. A voice vote was unanimous and the motion carried.

Mr. Trujillo moved to approve the August 16, 2016 minutes after minor correction, Mrs. Roldan was the second. A voice vote was unanimous and the motion carried.

Action Items:

2. Election of Officers: Mr. Jake Trujillo moved to nominate Jack Ferguson for President, Jim Bloodhart for Vice President, and Karen Roldan for Secretary. Mr. Trujillo requested that all nominations cease and all officers be nominated by acclamation. Voice votes were unanimous and the motion carried. Mr. Ferguson was named President, Mr. Bloodhart as Vice President, and Mrs. Roldan was named Secretary.

Non-Action Items:

3. Sexton's Report: Cemetery Supervisor, Ruben Esquivel, reported a total of 28 services for the month of August a total of 17 casket burials, and 6 cremations for South Park Cemetery. A total of 2 casketed burials and 3 cremations for General Douglas McBride Veteran's Cemetery. As of September 20, 2016 there had been a total of 19 internments.

4. Bookkeepers Report: Cemetery Administrative Assistant, Daisy Diaz, reported that for the month of August there had been 4 pay offs, 2 lot sales and 2 transfers. As of September 20, 2016 a total of 1 pay off, 1 transfer and 1 lot sale.

5. Arrival of columbaria at General Douglas McBride Veterans Cemetery: Cemetery Supervisor, Ruben Esquivel, proceeded to talk about the arrival of 4 new columbaria on September 8, 2016 for General Douglas McBride Veterans Cemetery. The columbaria were placed by the cemetery staff with the help of Box Crane Company. The arrival and placement time was a success, totaling about 3 hours. The columbaria did suffer some damage during transportation, but will be repaired on-site at a later time.
6. Update Helicopter for General Douglas McBride Veterans Cemetery: Tim Williams notified the board that the proposal for the helicopter had been presented to the City Council on September 8, 2016, and the proposal passed. Now that the proposal has been accepted the details on the placement would follow.
7. Upcoming Cemetery Tour: Nancy Williams, with KAPS, explained the details of the upcoming cemetery tour. The Kids Art Program theater class will be holding a tour at the cemetery Saturday October 22, 2016 from 3 p.m. to dusk. The kids will present a script about an important/famous gravesite within the cemetery there will also be a guide available at each stop. Tickets will be \$5.00 per ticket and will be sold on the day of the tour on a first come, first served basis.

Other Business:

Parks and Recreation Director, Tim Williams, announced that Mr. Jake Trujillo had won the Volunteer of the Year for the State of New Mexico award. The award will be presented to Mr. Trujillo in November at the City Council Meeting held the second Thursday of the month.

Public Comments:

None

Adjourn:

The meeting was adjourned at 4:58 p.m.

Next Meeting Date:

Next meeting to be held October 18, 2016 at 4:00 p.m.